CSBG ARRA Report Instructions (12/09 version)

Please read these instructions before completing the following three worksheets: **Client Jobs**, **Clients Served**, and **Budget & Expenditures**. These instructions were created to walk you through each section of the three tabs.

DUE DATES: 15th day following each calendar quarter, through October 2010 (January 15, 2010; April 15, 2010; July 15, 2010; and October 15, 2010)

EMAIL TO: maitri.sojourner@commerce.wa.gov at the Department of Commerce

Client Jobs tab

Pre-Populated Cells

The agency information, including Agency Name, Contact Person, and Email has been pre-populated for you. If at any time this information changes please change the information. We have also listed your CSBG Project names, and # of estimated client jobs (taken from your application). Q1 & Q2 have been pre-populated, please double-check the client job #s for accuracy.

CLIENT JOBS

Each quarter, enter the number of client jobs created and/or retained as a result of ARRA funds **in that quarter**, but not paid directly by ARRA funds (any jobs paid for with ARRA funds must be reported on the 1512 report form). These numbers will auto total in the last column. Q1 & Q2 have been pre-populated, please double-check the client job #s for accuracy.

Example: ARRA funds enabled your agency to hire a full-time job developer who contacts employers in town and identifies who would be interested in hiring a client. This job developer also helps clients with interview skills, resume writing, etc. As a result, the job developer was able to place 20 clients with 5 different employers in town. No ARRA funds are being used to pay the client's salaries, but without the ARRA funds the job developer would not have been hired, therefore the clients would not have benefited from the job developer or received/retained a job. Count those clients as having received/retained a job.

Clients Served tab

Pre-Populated Cells

The CSBG Project names and # of estimated clients served (taken from your application) has been pre-populated for you. If at any time this information changes please change the information.

CLIENTS SERVED

Each quarter, enter the number of clients served and to the best of your ability enter the unduplicated # of clients served **in that quarter**. (If using an estimate for unduplicated # of clients it must be an approved method.) These numbers will auto total in the last column.

Budget & Expenditures tab

Pre-Populated Cells

The CSBG ARRA Grant Award amount, Project Categories, Budget, and reported Q1 & Q2 Expenditures have been pre-populated for you. If at any time this information changes please change the information.

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CLIENT JOBS

AGENCY NAME: City of Seattle, Seattle Conservation Corps
CONTACT PERSON: Cathie Andersen
EMAIL: cathie.andersen@seattle.gov

PROJECTS	CLIENT JOBS Estimated Created (#s from application) # of Client Jobs Estimated	Estimated Retained (#s from application) # of Client Jobs Estimated	Estimated Totals Total # of Clients Jobs	Q1-2009 (Jun 15-30, 2009) Client Jobs Created and/or Retained # of Client Jobs	Q2-2009 (Jul-Aug-Sep 2009) Client Jobs Created and/or Retained # of Client Jobs	Q3-2009 (Oct-Nov-Dec 2009) Client Jobs Created and/or Retained # of Client Jobs	Q4-2010 (Jan-Feb-Mar 2010) Client Jobs Created and/or Retained # of Client Jobs	Q5-2010 (Apr-May-Jun 2010) Client Jobs Created and/or Retained # of Client Jobs	Q6-2010 (July-Aug-Sep 2010) Client Jobs Created and/or Retained # of Client Jobs	TOTAL CLIENT JOBS Client Jobs Created and/or Retained Total # of Client Jobs
[enter project names below, add lines as necessary]	[enter estimate # below]			[enter # below]	[enter # below]	[enter # below]	[enter # below]	[enter # below]	[enter # below]	[automatic roll-up]
Capacity Building - Hire Supervisors	15		15		15	15	15	10	10	
Update Computer Lab			0		0					
Provide Rent Assistance			0		0					
Capacity Building - Green Training			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
TOTALS:	**15**	**0**	**15**	**0**	**15**	**15**	**15**	**10**	**10**	**65**

Auto Roll-Ups		
Estimated Total Client Jobs	15
Cumulative Total Client Jobs to Date	65

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CLIENTS SERVED

AGENCY NAME: City of Seattle, Seattle Conservation Corps

PROJECTS	CLIENTS SERVED # of Clients Expected to Serve	Q1-2009 (Jun 15-30, 2009) # of Clients Served	Unduplicated # of Clients Served	Q2-2009 (Jul-Aug-Sep 2009) # of Clients Served	Unduplicated # of Clients Served	Q3-2009 (Oct-Nov-Dec 2009) # of Clients Served	Unduplicated # of Clients Served	Q4-2010 (Jan-Feb-Mar 2010) # of Clients Served	Unduplicated # of Clients Served	Q5-2010 (Apr-May-Jun 2010) # of Clients Served	Unduplicated # of Clients Served	Q6-2010 (July-Aug-Sep 2010) # of Clients Served	Unduplicated # of Clients Served	TOTAL CLIENTS Total # of Clients Served	Total # of Unduplicated Clients Served
[enter project names below, add lines as necessary]		[enter # below]		[enter # below]		[enter # below]		[enter # below]		[enter # below]		[enter # below]		[automatic roll-up]	
Capacity Building - Hire Supervisors	40					15	15	15	15	10	10	10	10	50	50
Update Computer Lab	100							9	9	64	64	53	53	126	126
Provide Rent Assistance	75			2	0	6	5	2	2	39	35	27	21	76	63
Capacity Building - Green Jobs Training	40					14	14	44	44	0	0	29	29	87	87
														0	0
														0	0
														0	0
														0	0
														0	0
														0	0
														0	0
														0	0
														0	0
														0	0
														0	0
														0	0
TOTALS:	255	0	0	2	0	35	34	70	70	113	109	119	113	339	326

Auto Roll-Ups		
Estimated Total Clients Served	255	
Cumulative Total Clients Served to Date	339	
Cum Total of Undup. Clients Served to Date	326	

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BUDGET & EXPENDITURES

AGENCY NAME: City of Seattle, Seattle Conservation Corps

CSBG ARRA AWARD: $258,583.00

PROJECTS	Employment (BUDGET CATEGORIES)	Capacity Building	Emergency Services	Q1 - 2009 (Jun 15-30, 2009)	Q2 - 2009 (Jul-Aug-Sep 2009)	Q3 - 2009 (Oct-Nov-Dec 2009)	Q4 - 2010 (Jan-Feb-Mar 2010)	Q5 - 2010 (Apr-May-Jun 2010)	Q6 - 2010 (Jul-Aug-Sep 2010)	Project Expenditure Totals
[enter project names below, add lines as necessary]	[enter budget $ in appropriate category(ies)]			[enter $ expenditures below]						
Hire Supervisors		$ 208,583.00			$5,207.30	$55,129.21	$69,769.97	$37,650.57	$45,282.53	**$213,039.58**
Update Computer Lab	$ 20,000.00					$15,556.55			-$13.13	**$15,543.42**
Provide Rent Assistance			$ 30,000.00		$806.00	$1,744.00	$1,905.00	$15,305.00	$10,240.00	**$30,000.00**
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
TOTALS:	**$20,000.00**	**$208,583.00**	**$30,000.00**	**$0.00**	**$6,013.30**	**$72,429.76**	**$71,674.97**	**$52,955.57**	**$55,509.40**	**$258,583.00**